

## **Job Opening: Admin and Finance Officer in Iraq**

From October 2023, elbarlament is looking for

**an Admin and Finance Officer (40 hours/week)**

based in Iraq

Initially until March 2024 (six months)

An extension of the contract is foreseen.

### **Job Description:**

Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We implement democracy support and peacebuilding projects in four thematic fields: Arts & Culture; Civic Education; Environment & Climate Change; Women, Peace and Security. We support parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq). More information about our projects can be found on our website: <https://elbarlament.org/projects/>

The Admin and Finance Officer will support project management and other technical project staff in our new project in Iraq with administrative tasks and financial accounting and reporting. This includes:

- Supporting the project manager and project officers with preparing and implementing project activities, including workshops, events, meetings, among other activities.
- Keeping records of all project expenditure in Iraq and preparing financial reports
- Supporting Iraqi civil society organisations whose initiatives will be financially supported through the project with financial management tasks
- Contributing to the monitoring and evaluation of project activities and outputs, with a focus on assessing efficiency (use of resources to achieve project objectives)

### **What we offer you:**

- A competitive remuneration
- A diverse and dynamic team
- Active participation in interesting and innovative projects
- The opportunity to actively shape work processes at elbarlament
- Flexible working hours and remote working options (after consultation with the management)

**Requirements:**

- Bachelor degree or comparable degree in a relevant field such as accounting or business administration; alternatively at least two years or relevant professional experience
- Proven experience in the administrative and financial management of donor-funded projects (assistant level is sufficient)
- Proven expertise in drafting financial reports to donors
- Gender and conflict sensitivity
- Excellent communication skills in Arabic and very good communication skills in English
- Very good knowledge of the Iraqi political and social context
- Availability to travel within Iraq

**Selection procedure:**

Please send us your letter of motivation and your CV in one file (pdf) electronically by **30 September 2023** to [recruitment@elbarlament.org](mailto:recruitment@elbarlament.org).

The job interviews will be held virtually. The expected starting date is the first half of October 2023.

Please do not send your documents by post. Only applications sent electronically to the abovementioned email address can be considered. Due to the expected high number of applications, we will only contact those candidates who are invited for an interview.